

TOWN OF WENHAM  
REQUEST FOR PROPOSALS (RFP) FOR  
FINANCE DIRECTOR



The Town of Wenham is seeking proposals for qualified financial management/accounting firms or individuals to serve as the Finance Director over the Wenham Finance Department, including the Treasurer/Collector and Town Accountant. Qualified persons or businesses are requested to submit proposals to Mark J. Andrews, Town Administrator Wenham, MA 138 Main Street and/or email at [mandrews@wenhamma.gov](mailto:mandrews@wenhamma.gov) no later than 12:00 PM, April 14, 2014. The Town of Wenham reserves the right to reject any or all Request for Proposals or to cancel this Request for Proposals if it is in the Town's best interest to do so.

Because not every applicant need be a certified public accountant, and because the Town is willing to consider proposals from financial management/accounting firms, the Town has opted to follow the Uniform Procurement Act, G.L. c. 30B. Therefore, the provisions of G.L. c.30B are hereby incorporated by reference in this Request for Request for Proposals.

**I. Purchase Description**

The Town wishes to fill the position of Town Finance Director using professional financial management services. This quotation will include oversight of all of the financial services of the Wenham Finance Department including the discharge of the duties contained in Massachusetts General Laws, Chapter 41, and Sections 55 through 61, et al., and other applicable laws, to ensure the proper and prudent management of the financial affairs of the municipality of the Town of Wenham. The Town is seeking these services, for a term from August 1, 2014 through July 31, 2015. Additionally, the firm shall have a solid record of financial services with personnel that are experienced, competent and learned in public sector financial management and well qualified to advise and assist the Town in municipal financial affairs.

The applicant shall perform the necessary professional services required by the Town of Wenham as the Town Finance Director in a professional, competent, and expeditious manner under the direction of the Town Administrator.

(a) The applicant shall perform the duties of the Town Finance Director of the Town of Wenham in conformity with the provisions of the Massachusetts General Laws, and the bylaws of the Town of Wenham. The Finance Director shall be responsible for managing the operations of the Town Accountant and Treasurer/Collector. Duties shall include, but not be limited to, the following:

1. Supervision of the operations of the Town Accountant and Treasurer/Collector functions and personnel of the Town. This includes direct oversight of all statutory and non- statutory responsibilities of these positions.

2. The day to day management of the Town Accountant and Treasurer/Collector department functions of the Finance Department, including cash reconciliations, reconciliations of receivables, timely receipt posting, transfers, payroll, monthly accounting reporting of revenue and expenses, and overall general ledger functions under generally acceptable accounting principles.
3. Responding orally or in writing on the activities, function and findings of the Finance Department to the Town when requested or required.
4. Supervision and monitoring of all departmental expenditures, funds, and fixed assets. Assist Department Heads on budgetary matters.
5. Preparation of accurate, understandable and professional spreadsheets and presentation materials, using MS Excel, MS Office, VADAR, Millennium and Quick Books.
6. Meeting with Town Boards, Committees and Commissions as necessary allowing for prior commitments. Coordination of financial reporting and planning in association with annual and special town meetings in conjunction with and under the guidance of the Board of Selectmen and Town Administrator.
7. Responsibility for planning, organizing, directing, staffing and coordinating Town Accountant and Treasurer/Collector operations, under the direction of the Town Administrator.
8. Demonstrating a comprehensive, professional understanding of municipal finance regulations and a demonstrated record of achievement in this field in the Commonwealth of Massachusetts.
9. Familiarity with applicable local, state and federal laws, codes rules and regulations as they apply to municipal finance and pertaining to Massachusetts Procurement Laws under Chapter 30B and Chapter 149.
10. Providing recommendations to the Town Administrator, Board of Selectmen and the Finance Committee on matters having a significant and material financial impact on the town and its financial position.
11. Managing multiple priorities and strict deadlines simultaneously while directing and managing subordinates; privileged and/or confidential information.
12. Development, implementation and monitoring of policies and procedures for the town's internal financial controls, cost containment and efficiency of programs and oversight of the annual audit process.
13. Implementation under the guidance of the Town Administrator and Board of Selectmen of actions and directives pursuant to finance audits, including the recommendations of the Audit Management Letter and/or any other required public management audits.
14. Maintain a strong practical knowledge of strategic planning principles and procedures.
15. Prepare and administer budgets with an understanding of the fiscal challenges of identifying new recurring revenue sources.

16. Coordinate the Town-wide Annual Operating Budget and Capital Planning process. Analyze and makes recommendations to the Town Administrator on the Annual Operating Budget and Capital Plan departmental requests.
  17. In close coordination with the Town Administrator, the Finance Director will maintain responsibility for the development and ongoing maintenance of the Town's multi-year financial plan and forecast new and existing debt into the Town's multi-year financial plan. Provide financial analysis to ensure clear, succinct, and accurate data to support the Town's multi-year financial plan.
  18. Provides the Town Administrator, Finance and Advisory Committee, Board of Selectmen, other committees, and employees as needed with timely and reliable reports regarding the Town's financial status and budgetary performance.
- (b) Provide administrative and financial management services for the proper and efficient operations of the Town of Wenham and all functions normally associated with the Town Finance Director position, including but not limited to:
- i. Perform all work necessary to close the Town's books.
  - ii. In consultation with the Town Administrator, develop a professional and proficient organizational plan for the Wenham Finance Department through: (1) the development of comprehensive and detailed standard operating procedures and internal controls; (2) establishment of objectives, goals, performance standards, and assignments for the personnel employed by and within the Wenham Finance Department; and (3) evaluation of operations and staff to ensure compliance with all applicable laws, rules, regulations, bylaws, policies and departmental goals and operational standards.
- (c) Perform all duties required of subordinates when necessary and all related duties and assignments as may be determined and directed by the Town Administrator to properly manage the financial affairs of the municipality and work cooperatively with all Town Department Heads.
- (d) Represent the municipality, the Board of Selectmen and Town Administrator in the reporting of financial matters as required or directed by those parties.
- (e) Perform other financial duties as may be reasonably required.

## **II Proposal Submission Requirements**

General Laws, chapter 30B, section 6 requires the Submission of separate "Price" and "Non-Price" proposals.

### **(a) Price Proposal**

A complete price proposal should contain an amount for the completion of the scope of services for the term of the agreement (August 1, 2014 through July 31, 2015), using the enclosed "Price Proposal" form. The Request for Proposals shall include, on-site hourly rate, off-site hourly rate and total Request for Proposals cost.

(b) Non-Price Proposal

The applicants shall submit 3 copies of their proposals. Please provide detailed written description of how you will supply services, the level of quality of the services, and other details you may feel pertinent to your proposal.

(c) Submission Procedures

Sealed "price" and "non-price" proposals must be submitted in marked separate envelopes, and placed in a larger envelope marked on the outside:

Quotation for Financial Services.

Questions may be referred to Mark J. Andrews at (978) 468-5520 extension #2. Request for Proposals must be submitted no later than 12:00 PM, April 14, 2014 to the Town of Wenham. Request for Proposals may be accepted by the Town of Wenham for up to thirty (30) days after the receipt of proposals at its sole discretion.

**III. Evaluation of Proposals**

(a) Non-Price (Technical) Proposal

**1. Minimum Evaluation Criteria**

The successful proposal must meet the following minimum criteria. Each non-price (technical) proposal shall first be reviewed to ascertain whether or not the following Minimum Evaluation Criteria have been met:

- i. Must staff the Finance Director's office at least two business days per week.
- ii. Must have at least five years' experience with VADAR accounting systems.
- iii. Have the ability (through demonstrated individual availability, or through personnel and facilities) to provide support outside of normal Town Hall business hours.
- iv. Must have experience providing financial services to municipalities or functional equivalent, e.g., performing the services traditionally performed by a Town Finance Director.
- v. Must have General Liability Insurance and Automobile Liability Insurance of not less than \$1,000,000.
- vi. Must have adequate staff to perform and meet the requirements of the Request for Proposals.

Proposals not meeting all of the above Minimum Evaluation Criteria shall be summarily rejected.

**2. Comparative Evaluation Criteria**

Each non-price (technical) proposal meeting the Minimum Evaluation Criteria shall be rated according to the following comparative Evaluation Criteria:

Evaluation Criteria	Highly Advantageous	Advantageous	Not Advantageous
Experience with VADAR accounting systems	6 or more years	Minimum of 5 years	2 years or less
Experience as Finance Director and/or similar position in Massachusetts	6 or more years	Minimum of 3 years	2 years or less

(b) Price Proposal

Methodology for Determining the Best Price

(c) The "best price" shall be the lowest responsible and responsive price proposal for a total Value of Finance Director Services for the Period from August 1, 2014 through July 31, 2015. This proposal shall include a comprehensive price for year 1, (Optional) year 2 & (Optional) year 3. The Board of Selectmen reserves the right to follow all applicable State Laws & Regulations relative to an annual review and potential extension of the contract.

(d) Most Advantageous Proposal

Following the separate evaluation of the Non-Price proposals, the Board of Selectmen shall determine which proposal is most advantageous, and award the contract accordingly. The contract shall be subject to execution by the Town Administrator.

**IV. Contracts, Terms & Conditions.Request for Proposals**

A prospective quotation and subsequent contract shall be subject to cancellation by the town pursuant to G.L. c.30B, §12(d) when funds are not appropriated or otherwise made available to support the continuation of the Town's performance in subsequent fiscal years. Any ambiguity in terms shall be construed in the manner most favorable to the Town. The prospective quotation and subsequent contract is a Massachusetts contract subject to the jurisdiction of its courts and interpreted under the terms of its laws.

**V. Additional Submission Requirements**

(a) Persons submitting proposals are required by G.L. c.30B, §10 to submit the following non-collusion certification at the time the proposal is submitted. This certification should take the following form:

The undersigned certifies under the pains and penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person business partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(b) Please submit a tax compliance certificate with proposal to certify your company is in compliance of the provisions of G.L. c.62C, §49A. The certificate should take the following form:

I certify under the pains and penalties of perjury that       Name of Company       has complied with all the Laws of the Commonwealth relating to taxes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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